

SENIOR COMMUNICATIONS TECHNICIAN

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible technical work troubleshooting, repairing and installing various electronic devices and systems; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Troubleshooting, repairing, maintaining and installing electronic devices; maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Installs, programs, maintains and repairs a variety of electronic systems; performs moves, additions and changes to systems/components; determines appropriate installation/repair strategy for each project.
- Responds to work orders, requests for service and calls for failed systems or system malfunctions; visits work sites and interprets user complaints/requests; troubleshoots problems, identifies problem areas, and performs necessary repair work; tests equipment to ensure proper operations; advises supervisor of operational problems; contacts service/support representatives as needed and provides information concerning operational and/or mechanical problems.
- Monitors inventory of departmental equipment, parts, tools and supplies; requests additional parts, supplies, or other materials as needed; stores and retrieves equipment components, cable reels, spare parts and tools.
- Performs technical and manual tasks associated with installation/maintenance projects.
- Conducts periodic inspections of fire alarm systems or other equipment/systems per established procedures.
- Maintains logs/documentation of system operations, testing, modifications, maintenance, and other activities.
- Prepares or completes various forms, reports, correspondence, work orders, purchase orders, equipment contracts, floor plans, wiring diagrams, wiring layouts, diagrams, or other documents.
- Operates a variety of equipment associated with installation/maintenance of electronic systems and related work activities; performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, terminal emulation, or other computer programs.
- Provides assistance and training to other employees or departments as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the repair and maintenance of electronic devices, systems and related equipment; general knowledge of the methods, materials and equipment used in the electronics trade; thorough knowledge of basic electronic theory, computer hardware and devices, communication networks and the operation of electronic equipment; thorough knowledge of the necessary safety precautions of the trade; ability to read and interpret electrical and electronic diagrams and specifications; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in electronics technology or related field and some electronics repair experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Journeymans Electrician's license. May require completion of specialized training/certification programs to conduct maintenance of

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specific-brand systems.

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